



ASSISTANT RECREATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To assist and participate in the supervision of daily operations of a large recreational facility and/or to coordinate and facilitate special events, instructional classes and programs.

Supervision Received and Exercised:

Receives direction from a Community Services Supervisor, Recreation Coordinator, or from other supervisory or management staff.

Exercises functional supervision over technical, clerical, contract and volunteer recreation staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist and participate in the direction of daily operations for a large recreational facility.
- Supervise, facilitate and oversee scheduled events, instructional classes and programs; oversee the issuance and collection of recreational equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Oversee the collection of program site registration forms and registration fees for special events, instructional classes, and programs.
- Assist and respond to the general public regarding questions, comments or concerns.
- Supervise and train assigned temporary and voluntary staff; participate in the selection of temporary and voluntary staff; provide or coordinate staff, volunteer and contract staff training.

*Effective September 1990
Revised March 1999
Revised July 2003
Revised June 2005
Revised July 2006*

CITY OF TEMPE

Assistant Recreation Coordinator (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports are required.
- Monitor and inspect the recreational facility as required; secure the facility; assist with the scheduling of facility maintenance.
- Develop survey instruments and implement surveys of program participants and record survey results; implement program changes.
- Attend training workshops and staff meetings.
- May administer first-aid in an emergency situation.
- Perform related duties as assigned.

When assigned to special events:

- Assist and participate in the direction of daily operations of Special Events.
- Oversee the collection of registration fees and insurance for special events.
- Update the City of Tempe's web page with accurate event information; consisting of event name, description, date, time location, and cost.
- Notify residents, businesses, and churches of events that may pose an impact.
- Work with event promoters to ensure that the City of Tempe's requirements for events are fulfilled.
- Supervise, facilitate and oversee scheduled events, oversee the issuance and collection of recreational equipment for an event, ensure adequate staffing for the event.
- Assist and respond to the general public regarding questions, comments or concerns.

CITY OF TEMPE

Assistant Recreation Coordinator (continued)

- Supervise and train assigned temporary and voluntary staff; participate in the selection of temporary and voluntary staff; provide or coordinate staff, volunteer and contract staff training.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Monitor and inspect the recreational facility as required; secure the facility; assist with the scheduling of park facility maintenance.
- Develop survey instruments and implement surveys of program participants and record survey results; implement program changes.
- Attend training workshops and staff meetings.
- May administer first-aid in emergency situation.
- Perform related duties as assigned.

Experience:

Two years recreation programming and/or facility management experience (to include special event management and multi-usage recreational facilities when appropriate to assigned area).

Training:

Equivalent to the completion of an Associate's of Arts degree in recreation administration or a related field.

When assigned to small craft boating:

- Develop a 4 to 8 week lesson plan for each type of rowing class; teach rowing classes at various skill and age levels.

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Revised July 2003
Revised June 2005
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CITY OF TEMPE

Assistant Recreation Coordinator (continued)

- Plan age and skill appropriate water activities; ensure activities conducted in safe manner.
- Participate in the development of program goals and objectives; assist in the development the rowing program for juniors.
- Supervise participants, volunteers and seasonal instructors; maintain discipline in the boat storage facility and in class.
- Assist with the recruitment, training, and evaluation of volunteers, seasonal, and contract rowing staff; participate in the selection of staff; work with employees to correct deficiencies.
- Assist with the coordination and implementation of training clinics for staff and outside user groups; assist with scheduling activities, classes and special events.
- Assist with the coordination, promotion and implementation of all aspects of the paddling and rowing programs for all age groups and the special needs population.
- Assist in fundraising activities.
- Assist in maintaining upkeep, organization and security of the boat storage facility and equipment.
- Complete payroll time sheets; track student attendance; distribute, witness, and collect waivers of liability from students; verify class registration; assist with the collection of registration forms.
- Set up teaching area: lift and carry tables, chairs, boats, oars, ergometers, teaching equipment, and audio-visual equipment.
- Provide program information to the general public.
- Repair rowing shells as needed.
- Request and account for supplies.
- May administer first-aid in an emergency situation; participate in first aid and safety drills.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training, or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years recreation programming and/or facility management experience (to include swimming pool and multi-usage recreational facilities when appropriate to assigned area).

When assigned to Kid Zone:

Two years recreation programming, elementary educational enrichment programming and/or facility management experience.

When assigned to small craft boating:

One to two years recreation programming and/or facility management experience to include experience in small craft boating programs. Must be able to lift 50 pounds. Competitive rowing experience is preferred. Computer experience preferred. Previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in a small craft sport (rowing, sailing, canoeing and kayaking) desirable.

Training:

Equivalent to the completion of an Associate's of Arts degree in recreation administration, elementary education or a related field.

Licenses/Certifications:

When appropriate to assigned area:

- Possession of, or ability to obtain, an appropriate, valid Lifeguard Training Certificate.
- Possession of, or ability to obtain, an appropriate, valid Water Safety Instructor Certificate.
- Possession of, or ability to obtain, an appropriate, valid CPR and First Aid Certificate.

CITY OF TEMPE

Assistant Recreation Coordinator (continued)

- Possession of, or ability to obtain, an appropriate, valid American Red Cross Certificate -Introduction to Health Services Education.
- Possession of, or ability to obtain, an appropriate, valid Department of Health Services Certificate as a Site Director.
- Possession of, or ability to obtain, appropriate certificates for various small craft sports including rowing, sailing and kayaking. USRA Level II coaching certification desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5560

FLSA: Non-Exempt